

Box 14, Folder 178

Administrative Officers Workshop

Las Cruces, NM 1992

Hollinger Corp.
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FY-92 SPA RL/LAO WORKSHOP ATTENDEES

BEAUMONT

Bill D. Webb, RL
P. L. (Teco) Johnson, AT

BOONEVILLE

Michael A. Brown, RL
Rosalie Barth, AT

BROWNWOOD

Tommy E. Thompson, RL
Sandra Bullard, AT

BUSHLAND

Bobby A. Stewart, LD
James (Bob) Sears, AO
N. Andy Cole, RL
Jack T. Musick, RL
Paul W. Unger, RL

COLLEGE STATION - SCRL

Russell J. Kohel, LD/RL
L. Fred Bouse, RL
Pete D. Lingren, RL
Robert D. Stipanovic, RL

COLLEGE STATION - FAPRL

G. Wayne Ivie, LD
Don L. Bull, RL
John R. DeLoach, RL

DURANT

Frank R. Schiebe, LD/RL
Billie J. Rogers, AO
Samuel J. Smith, RL

EL RENO

William A. Phillips, RL
Patricia (Trish) Williams, AT

FAYETTEVILLE

William E. Huff, RL
Sallyann Washausen, AC

HOUSTON

Buford L. Nichols, CD
Jimmy D. Goodman, AO-ARS
William Heird, CNRC
Peter D. Klein, CNRC
Wilson G. Pond, ARS
Peter J. Reeds, CNRC

KERRVILLE

Sidney E. Kunz, LD/RL
Caryl Romine, AO
John E. George, RL

LANE

E. Van Wann, RL
Carolyn Bevers, AO

LAS CRUCES

Kris M. Havstad, RL
S. E. (Ed) Hughs, RL
Glenda Abston, AT

LUBBOCK

Jerry E. Quisenberry, LD/RL
Debra Cummings, AO
Roy V. Baker, RL
D. W. (Bill) Fryrear, RL

STILLWATER

Robert L. Burton, LD/RL
Kathryn Vanchieri, AO
Charles E. Rice, RL

STUTTGART

Roy J. Smith, Jr., RL
Deborah Reynolds, AC

TEMPLE

Clarence W. Richardson, LD/RL
Meredith Heintzelman, AO
Herman S. Mayeux, RL
Paul W. Voigt, RL

TUXTLA GUTIERREZ, MEXICO

C. J. (Jim) Whitten, RL
Billie Alley, AO

WESLACO

Edgar G. King, LD/RL
Juanita Escamilla, AO
Raymond I. Carruthers, RL
Anita M. Collins, RL
James H. Everitt, RL
Robert L. Mangan, RL
Jimmy R. Raulston, RL
Sarah Lingle, Acting RL

WOODWARD

Phillip L. Sims, RL
Kelli Hickman, AT

STATISTICIANS

H. Del Var Petersen
Thomas Popham

SPA WORKSHOP ATTENDEES

AD'S OFFICE

Floyd P. Horn, Area Director
Earl E. King, Assistant Area Director
Ella Flynt, Program Analyst
Wanda Paradowski, AD Secretary
Mary Dunn, AAD Secretary

AAO'S OFFICE

June L. Williams, Area Administrative Officer
Wendy Jones, Computer Programmer Analyst
Mary Bush, Personnel Assistant
Michael Downing, Area Realty Specialist
George Reynolds, Area Office Engineer
Barbara Crane, Budget & Fiscal Officer
Faye Myers, Procurement/Assistance Officer
Lupe Calderon, Area Health & Safety Manager
Josie Portales, Procurement Assistant
Rhonda Wells, AAO Secretary

HEADQUARTERS

Philip A. Miller, NPL, Fiber, Oil, and Tobacco
R. Dennis Child, NPL, Range
Frank X. Werber, NPL, Textiles and Fibers
Howard J. Brooks, Acting Assoc. Deputy Administrator, NPL, Plant Science
Sandy M. Hays, Public Affairs Specialist, Information Staff
Arthur H. Nies, Associate Deputy Administrator
J. Larry Wilson, Director, Financial Management Division
John C. Espenschade, Director, Facilities Division
Terry L. Roark, Branch Chief, Safety and Health
Kathy Michels, Procurement Analyst, Contracting & Assistance Division
Dan Ellerman, Branch Chief, Labor & Employee Relations
Karen Brownell, Branch Chief, National Services
Jeanette Hubbard, Personnel Staffing Specialist
Mary Terwilliger, AIMS Business Manager, ARS

AREA REPRESENTATIVES

Martha Konecny, Federal Women's Program Manager
Raul Rivera, Hispanic Employment Manager
Barbara Lamm, SPA EEO Manager
Jeffrey W. Scott, Area Selective Placement Coordinator for the Disabled

OTHER GUESTS

Jimmy R. Williams, SPA Research Scientist of the Year, Temple, TX
Roger B. Harvey, SPA Early Career Scientist of the Year, College Station
Elexis C. Bashaw, Geneticist, College Station, TX
Dwayne R. Buxton, RL, Field Crops Res., Ames, Iowa
John Owens, Dean, New Mexico State University
Gerald W. Thomas, President (Retired), New Mexico State University

SOUTHERN PLAINS AREA
RESEARCH LEADERS/ADMINISTRATIVE OFFICERS WORKSHOP
Las Cruces, New Mexico
February 4-7, 1992

AGENDA

Tuesday, February 4

5:30 - 8:00p Registration & Informal Mixer

Wednesday, February 5

SESSION I - Dr. Floyd Horn, Presiding

8:00 - 8:45a Introductions - Dr. Floyd Horn, AD
Welcome to New Mexico - Dean John Owens, NMSU

8:45 - 9:15a New Faces - Dr. Earl King, Asst. AD

9:15 - 10:00a The Year in Review - Dr. Floyd Horn, AD

10:00 - 10:15a Break

SESSION II - Dr. Earl King, Presiding

10:15 - 10:20a Opening Remarks

10:20 - 10:40a Agricultural Systems Modeling - Dr. Jimmy Williams

10:40 - 11:00a Mycotoxins in Livestock and Poultry - Dr. Roger Harvey

11:00 - 11:30a Tick Control - Dr. John George

11:30 - 12:00n Agricultural Water Quality - Dr. Frank Schiebe

12:00 - 1:00p Lunch

SESSION III - Dr. Dwayne Buxton, Presiding

1:00 - 1:45p Cotton Ginning - Mr. Ed Hughs & Mr. Roy Baker

1:45 - 2:15p Post Harvest Fiber Quality Management - Dr. Frank Werber

2:15 - 2:45p Sustainable Range Systems - Dr. Philip Sims

2:45 - 3:30p Photo Session and Break

3:30 - 4:30p Meet the Press - Ms. Sandy Hays

4:30 - 5:00p The Power and Potential of Apomixis - Dr. E. C. Bashaw

6:00 - 7:00p Informal Mixer

7:00 - 8:30p Banquet (Awards & Guest Speaker - Dr. Gerald W. Thomas)

Thursday, February 6

2
(**LAO's see Breakout Agenda**)

SESSION IV - Dr. Howard Brooks, Presiding

- 8:00 - 9:00a NPS - Structure and Strategies - Dr. Howard Brooks
- 9:00 - 9:30a ARS Fiber Production Programs - Dr. Phillip Miller
- 9:30 - 10:00a Human Resource Management - Dr. Floyd Horn
- 10:00 - 10:30a Break
- 10:30 - 11:00a American Rangeland/Issues & Opportunities - Dr. Dennis Child
- 11:00 - 12:00n Discussion & Comments from Visitors
- 12:00 - 1:00p Lunch

SESSION V - Ms. June Williams, Presiding

- 1:00 - 1:30p Update on AM - Major Initiatives - Dr. Art Nies
- 1:30 - 2:15p Multiyear Planning, Resource Mgmt. Philosophy, & Fund Control - Mr. Larry Wilson
- 2:15 - 2:45p Construction Management - Mr. John Espenschade
- 2:45 - 3:00p Break
- 3:00 - 4:00p Ethics, Awards Incentives, and Prohibited Personnel Practices - Mr. Dan Ellerman
- 4:00 - 4:30p Pay Reform and the Demo Project - Ms. Karen Brownell
- 4:30 - 5:00p Safety & Health Management - Mr. Terry Roark

Friday, February 7

SESSION VI - Ms. Glenda Abston, Presiding

- 8:00 - 8:15a AIMS - Ms. Mary Terwilliger
- 8:15 - 8:30a Credit Cards/Agreements - Ms. Kathy Michels
- 8:30 - 9:00a Agreements with Cooperators "The Right Way" - Ms. Ella Flynt, Ms. Josie Portales, Ms. Faye Myers
- 9:00 - 9:20a CARE - Mr. Jimmy Goodman, Ms. Barbara Crane, Ms. Billie Rogers
- 9:20 - 9:40a EEO & Outreach Strategies, Research Apprenticeship, & Summer Intern Programs - Ms. Barbara Lamm
- 9:40 - 9:50a Federal Women's Program - Ms. Martha Konecny
- 9:50 - 10:00a Hispanic Special Emphasis Program - Mr. Raul Rivera

SESSION VII - Dr. Floyd Horn, Presiding

- 10:00 - 10:20a Employees with Disabilities - A Major Resource - Mr. Jeff Scott
- 10:20 - 10:40a Competitive Grants - A Major Resource - Prof. William Heird, MD
- 10:40 - 11:00a ARS Post Docs - The First Source of Supply - Dr. John DeLoach
- 11:00 - 11:50a Challenges for the Coming Year - Dr. Floyd Horn
- 11:50 - 12:00n Time for 1 Question

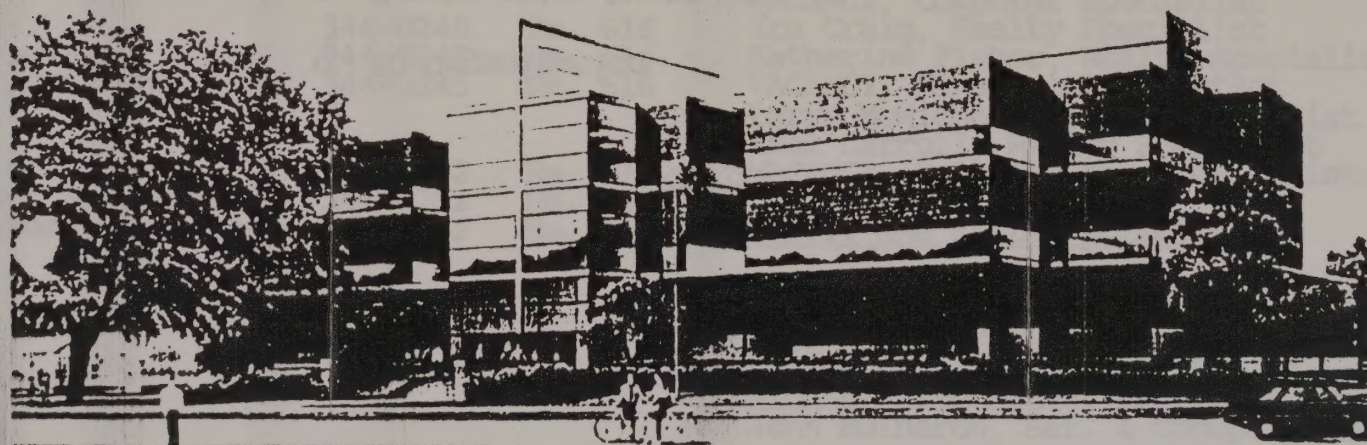
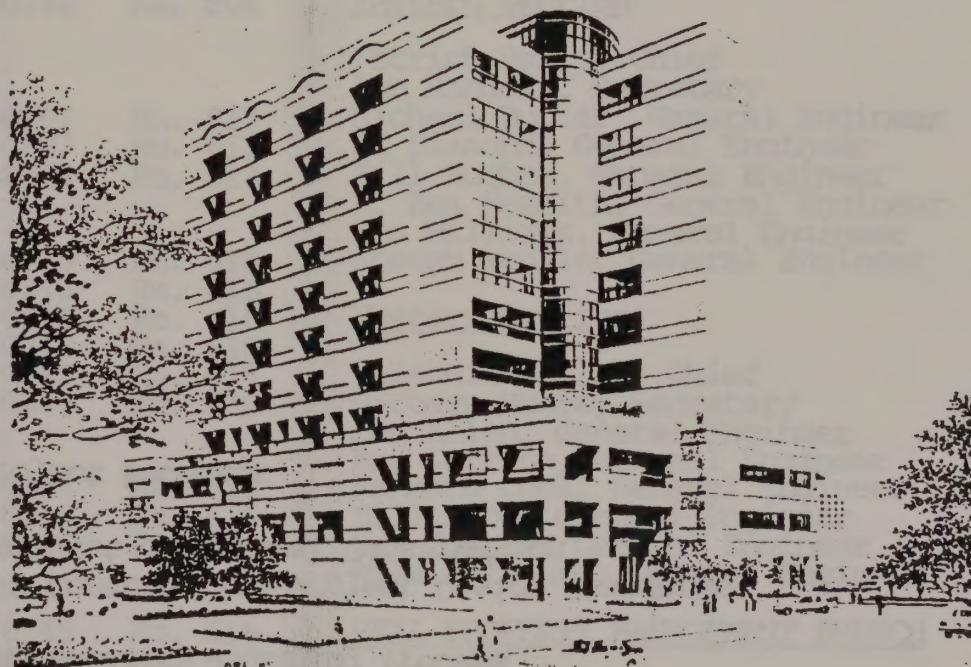
CNRE
Howster

****LAO BREAKOUT****
February 6, 1992
Ms. June Williams, Presiding

- 8:00 - 8:15a - Opening Remarks - Ms. June Williams
- 8:15 - 8:30a - Headquarters Update - Dr. Art Nies
- 8:30 - 8:45a - LAO's Role in Construction - Mr. John Espenschade
- 8:45 - 9:15a - LAO's Role in Location Safety/Health Programs -
Mr. Terry Roark - Ms. Lupe Calderon
- 9:15 - 9:30a - AIMS Impact on LAO's - Ms. Mary Terwilliger
- 9:30 - 9:45a - Period End Estimates - Ms. Barbara Crane
- 9:45 - 10:00a - Disability Programs - Mr. Jeff Scott
- 10:00 - 10:30a - Break
- 10:30 - 10:45a - Group Discussion - Dr. Floyd Horn (Optional for
Headquarters Attendees)
- 10:45 - 11:05a - Facility Security Film - Mr. Michael Downing
- 11:05 - 11:20a - Personnel Issues - Ms. Karen Brownell, Ms. Jeanette
Hubbard
- 11:20 - 11:50a - Open Discussion
- 11:50 - 12:00n - Closing Remarks - Ms. June Williams

Agricultural Research Service Facilities Division

Construction Management



CONTENTS

- o FD Organization
- o Construction Workload
- o ARS Facility Planning Process
- o ARS Construction Project Design Standards
and Cost of Federal Construction
- o Project Feedback

FACILITIES DIVISION
6303 Ivy Lane
Greenbelt, MD 20770-1433

	<u>Telephone</u>	<u>Room Number</u>
<u>OFFICE OF THE DIRECTOR</u>		
John C. Espenschade, Director	344-0150	Rm. 809
Angie Marchetti, Secretary	344-0150	Rm. 809
Richard C. Bachman, Assistant Director	344-0146	Rm. 806
Marian James, Secretary	344-0146	Rm. 806
Janet Heartley, Clerk-typist	344-0146	Rm. 806
<u>FACILITIES CONTRACTS BRANCH</u>		
Richard G. Irwin, Chief	344-0297	Rm. 617
Brenda Cooley, Secretary	344-0297	Rm. 617
Chris Beaulieu, Procurement Analyst	344-0297	Rm. 617
<u>Team 1</u>		
Kathleen Morris, Team Leader	344-0245	Rm. 616
Judy Ancharski, Contract Specialist	344-0245	Rm. 616
Patricia Davis, Contract Specialist	344-0245	Rm. 616
Dave Springer, Contract Specialist	344-0245	Rm. 616
Sheila Anderson, Procurement Assistant	344-0245	Rm. 616
Tonya Stewart, Procurement Clerk	344-0245	Rm. 616
<u>Team 2</u>		
Ray Stickles, Team Leader	344-0298	Rm. 616
Art Baca, Contract Specialist	344-0298	Rm. 616
Margaret Carter, Procurement Assistant	344-0298	Rm. 616
<u>Team 3</u>		
Al Newman, Team Leader	344-0245	Rm. 616
Jeannette Davies, Contract Specialist	344-0245	Rm. 616
Julie Ellett, Procurement Assistant	344-0245	Rm. 616
<u>Team 4</u>		
Linda Watts, Team Leader	344-0245	Rm. 616
Alan Connell, Contract Specialist	344-0245	Rm. 616
Carol Hagey, Procurement Assistant	344-0245	Rm. 616
<u>Team 5</u>		
Lou Grembocki, Team Leader	344-0252	Rm. 616
Tracey Rubinstein, Contract Specialist	344-0252	Rm. 616
Michelle Voyatzis, Procurement Assistant	344-0252	Rm. 616

	<u>Telephone</u>	<u>Room Number</u>
<u>FACILITIES ENGINEERING BRANCH</u>		
Louis S. Welker, Chief	344-0295	Rm. 808
Dorothy Marshall, Secretary	344-0295	Rm. 808
Rommy Ignacio, Staff Engineer	344-0295	Rm. 808
<u>Eastern Section</u>		
Patrick Barry, Chief	344-0241	Rm. 624
Ann Randall, Secretary	344-0241	Rm. 624
Michael Butler, General Engineer	344-0241	Rm. 624
Ed Diamond, General Engineer	344-0241	Rm. 624
Bill Hughes, General Engineer	344-0241	Rm. 624
B. Rea Nesmith, General Engineer	344-0241	Rm. 624
Ron Williams, General Engineer	344-0241	Rm. 624
Joseph Yankle, General Engineer	344-0241	Rm. 624
<u>Western Section</u>		
Valencia Dunlap, Chief	344-0232	Rm. 625
Barbara Moore, Secretary	344-0232	Rm. 625
Ben Allen, General Engineer	344-0232	Rm. 625
Ray Carrion, General Engineer	344-0232	Rm. 625
Kenneth Cook, General Engineer	344-0232	Rm. 625
Bill Erbe, General Engineer	344-0232	Rm. 625
Ken Foster, General Engineer	344-0232	Rm. 625
Mike Sofranko, General Engineer	344-0232	Rm. 625
<u>REAL PROPERTY MANAGEMENT BRANCH</u>		
Ed Reilly, Chief	344-0207	Rm. 601
Rae DeGuzman, Secretary	344-0207	Rm. 601
VACANCY, Computer Specialist	344-0207	Rm. 601
Ira Craig, Realty Specialist	344-0207	Rm. 601
Katherine Fisher, Realty Specialist	344-0207	Rm. 601
VACANCY, Management Assistant	344-0216	Rm. 601
Larry McMichen, Realty Specialist	344-0207	Rm. 601
Axel Carroll, Realty Specialist	344-0207	Rm. 601
VACANCY, Building Services Assistant	344-0207	Rm. 601
<u>SAFETY AND HEALTH POLICY STAFF</u>		
Terry Roark, Chief	344-0218	Rm. 640
Susan Stickles, Secretary	344-0218	Rm. 640
Dave Green, Industrial Hygienist	344-0218	Rm. 640
George Sundstrom, Env. Prot. Specialist	344-0218	Rm. 640
Michael Blanchette, Env. Prot. Spec.	344-0218	Rm. 640
John Mulheron, Saf. & Occup. Health Mgr.	344-0218	Rm. 640
Conference Room (6th floor)	344-0264	Rm. 634

A-E AND CONSTRUCTION WORKLOAD

- o 170 projects valued at \$160 million
- o 60 FY-92 projects valued at \$80 million
- o 110 previous fiscal year projects under contract administration valued at \$80 million
- o SPA FY-92 workload of seven projects valued at \$7.4 million or 9 percent of overall FD dollar workload
- o SPA contract administration workload of six projects valued at \$2.1 million or 3 percent of overall FD dollar workload

o SPA project design and construction thrusts:

1. Lane Phase III a and b construction
2. Weslaco Bee Lab construction
3. Weslaco modernization planning
4. Lubbock HH/GH construction
5. Lubbock plant stress office/lab design
6. Stuttgart rice research center design

o Potential SPA future appropriations for Weslaco, Lubbock, and Stuttgart total \$40 million which will impact the share of FD workload from what it is today

ARS

Facility Planning Process

FD BUILDING EXPERIENCE SINCE 1984 1/

New Construction

1,500,000 sq. ft.

Renovation

1,000,000 sq. ft.

1/ Excludes standalone projects; i.e., roads, boilers, bridges, irrigation systems, wastewater treatment systems, electrical distribution systems, waterline systems which represent about 25 percent of current workload.

Team Framework

NPS

Contracting Officer

University

Telecommunications

A-E (Including Contract A-E
Design Reviewer)

Real
Estate

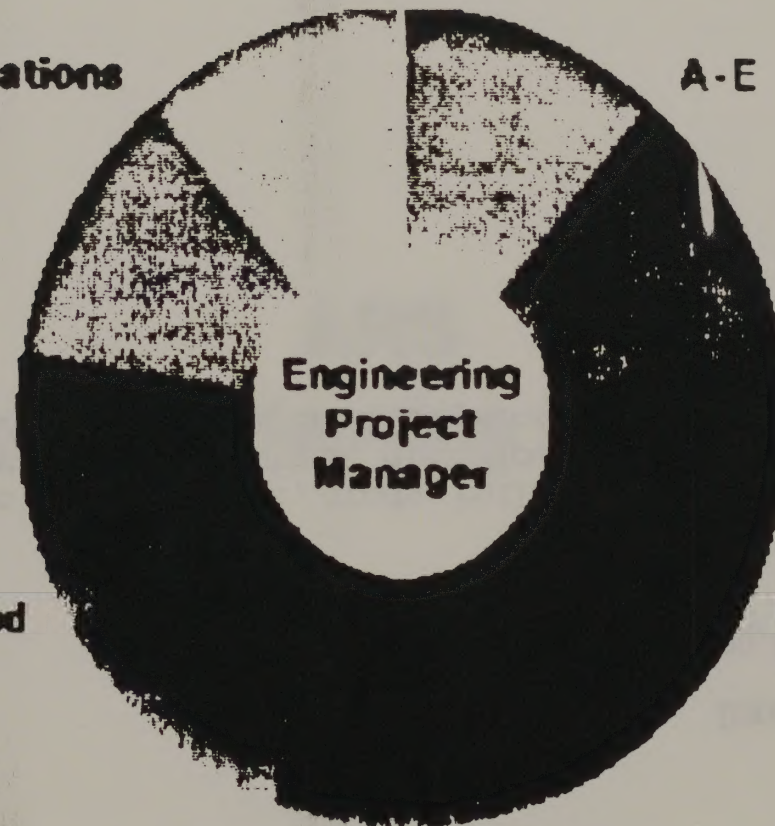
Special Consultant
(Environmental,
Laboratory, Etc.)

Health and
Safety

Program
Manager

Area Office
Engineer

Program
Project Manager



BUDGET ELEMENTS

(Example Based on a \$10 million Appropriation for Planning/Design/Construction)

<u>Phase</u>	<u>Percent of Total Appropriation</u>	<u>Amount</u>
<u>Planning and Design</u>		
-- POR Finalization	2	\$ 200,000
-- Environmental Assessment	2	200,000
-- Design	6	600,000
-- Design Review	2	200,000
-- Design Contingency	1	100,000
-- Travel	1	100,000
-- Miscellaneous	<u>1</u>	<u>100,000</u>
TOTAL Planning and Design	15 Percent	\$1,500,000
<u>Construction</u>		
-- A-E Bid Phase Services	1	\$ 100,000
-- A-E Inspection Services	2	200,000
-- A-E Document Approval	3	300,000
-- Construction Contingency	5	500,000
-- Construction of Facility and Fixed Equipment	<u>74</u>	<u>7,400,000</u>
TOTAL Construction	85 Percent	\$8,500,000

MAJOR FACILITIES CONSTRUCTION MANUAL

242.4

Phase I Planning

Project conception

Project scope formulation

Appropriation request and allocation of funds

Project initiation

Project development

Phase II Design

A-E selection process

Design contract award

Design contract administration

Phase III Construction

Construction contract solicitation and award

Construction contract administration

Final inspection

Acceptance and occupancy

Closeout and warranty

PHASE I PLANNING

	<u>Timeframe</u>
Project conception	30 days
Project scope formulation	90 days
Appropriation request and allocation of funds	180 days
Project initiation	30 days
Project development	60 days

PHASE II DESIGN

Timeframes

<u>Activity</u>	<u>Days</u>	<u>Cumulative Time</u> <u>Months</u>
Announce project (CBD)	30	1
Preliminary evaluation and report	30	2
Interviews and report	30	3
Selection report and approval	14	3 1/2
Issue RFP to A-E	14	4
Government legal review (OGC)	30	5
A-E prepares cost proposal	30	5
Government evaluates cost proposal	14	5 1/2
Government prepares pre-negotiation plan	14	6
Cost audit performed (DCAA)	30	6
Negotiation of cost	14	6 1/2
Summarize negotiations	14	7
Congressional notification and design award	14	7 1/2
Design (with design reviews)		12-18
APPROXIMATE TOTAL TIME PHASE II		20-26 months

PHASE III CONSTRUCTION

Timeframes

<u>Activity</u>	<u>Days</u>	<u>Cumulative Time Months</u>
Presolicitation activities (CBD notices, etc.)	30	1/2
Solicitation period (issue and open bids)	45	2
Evaluation of bids (pre-award survey, etc.)	14	2 1/2
Award (notify Congress, process contract, exercise A-E options)	14	3
Bonds (receive from contractor)	14	3 1/2
Notice to proceed (process and issue)	14	4
Begin construction (contractor to mobilize)	14	4
Complete construction (18 months from notice to proceed)	540	22
Punchlist completion	30	23
Occupy facility	14-30	24
APPROXIMATE TOTAL TIME (PHASE III)	720	24 months
Closeout of contract	N/A	N/A



United States
Department of
Agriculture

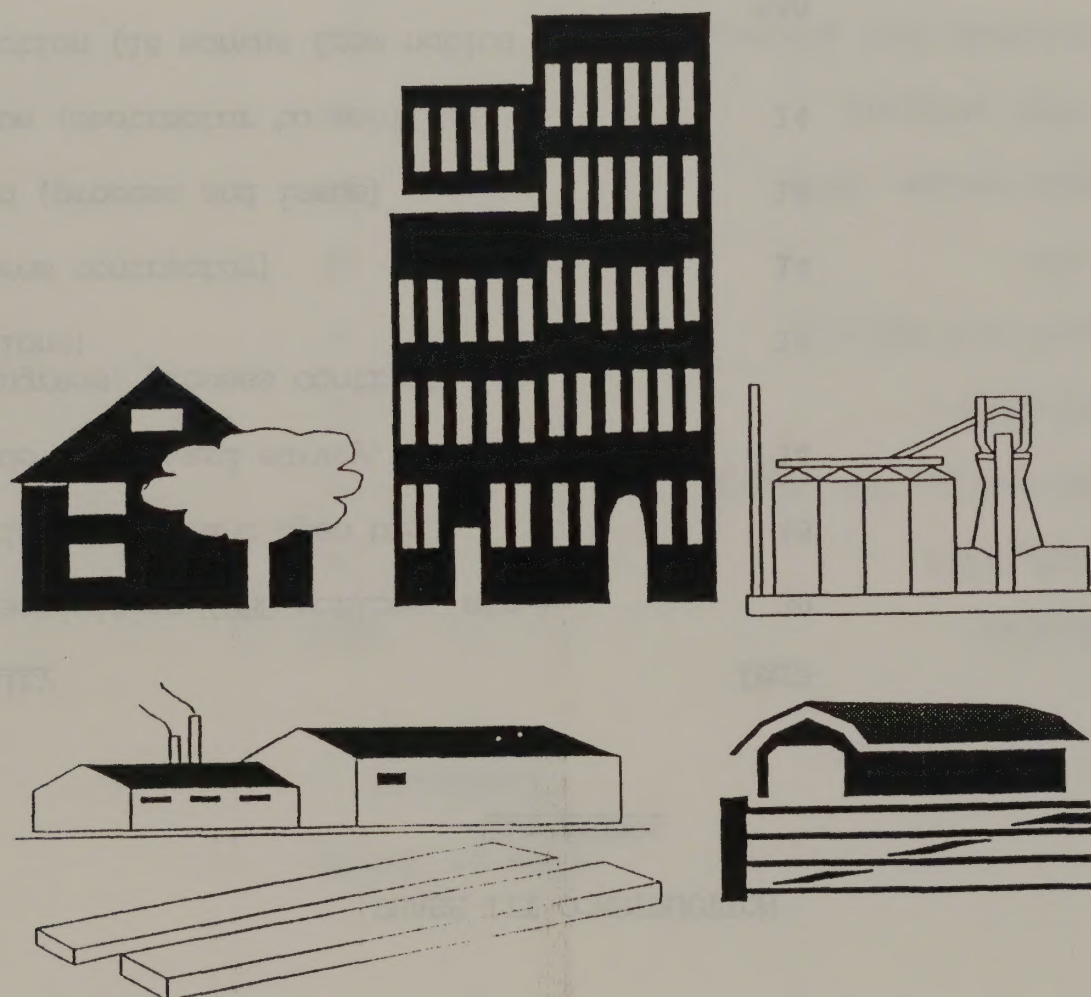
Agricultural
Research
Service

Facilities
Construction
Management
Division

ARS CONSTRUCTION PROJECT DESIGN STANDARD

Manual 242.1

August 1991



COST OF FEDERAL CONSTRUCTION

<u>Type of ARS Construction</u>	<u>FY-86 Cost/SF</u>	<u>FY-90 Cost/SF</u>	<u>FY-94 Cost/SF</u>
Barns, Greenhouses, Storage Buildings (new)	\$ 60	\$ 75	\$ 94
Office/Lab Space in Pre-Engineered Buildings (new)	80	100	125
Office/Lab Space in Institutional Buildings (new)	120	150	188
Hi-Tech Lab or Specialized Facilities (new)	150	188	235
"Modernization" Renovations (existing)	---	150	188

- o Recognize time value of money; e.g., FD cannot utilize 1980 bid prices for 1990 cost projections
- o Scopes vary appreciably between projects:
 - Percent of laboratory space to office space
 - Type of work within lab equates to complexity of mechanical--10 to 20 percent cost variation
 - University teaching facility compared to a heavy chemistry research facility.
 - One-of-a-kind construction compared to a generic repetitive type project
 - Sizing of utilities due to unique requirements
 - Capital costs are reduced at expense of life cycle

- o Just because a facility is built for a specific cost/sq.ft. doesn't mean it can be built elsewhere for the same cost
 - Things change such as mechanical support, orientation, infrastructure support, support, environmental concerns, etc.
- o Capturing of costs
 - ARS includes all built-in items--others may not
 - Site conditions vary--ARS doesn't always get the choice site
 - Often times University/State tie into a central plant/infrastructure
 - ARS typically has higher contract oversight costs for A-E/construction management
 - University costs charged against in-house resources which may or may not be captured
 - Is cost based on gross or net
- o Value engineering process

PROJECT FEEDBACK

o Location Monthly Reports

1. Facilities Division Requirements/Requisitions Being Processed

<u>Project Number</u>	<u>Project Description</u>	<u>Project Location</u>	<u>Proj Dollar Amt</u> <u>Cont Spec</u> <u>Eng Manager</u>	<u>Design Awd</u> <u>Const Awd</u>
SOUTHERN PLAINS AREA (COLLEGE STATION, TEXAS)				
LOCA 6208: LUBBOCK, TEXAS				
92-8044 Mode#: 6208	Plant Stress Lab	Lubbock, Texas	\$900,000 Baca Foster	03/16/92 / /
92-8019 Mode#: 6208	Plant Stress Lab HH/GH	Lubbock, Texas	\$450,000 Baca Foster	/ / 03/16/92

Other Factors

- o Efficiency factor (.50 to .80 affect the net/gross computation)
- o Time of year bid
- o Economy
- o Annual dollars versus no year (phasing)
- o Swing space required--logistics of moving people around
- o Negotiated versus competitive bid (setaside)
- o FAR requirement (bonding, certifications, "buy American")
- o Safety requirements may or may not be the same
- o Escalation factors used--ARS currently uses 6 percent
- o Mandatory Davis Bacon Act labor rates (excluding allowable profit, overhead, G&A expenses by prime/subcontractor) as follows utilizing an asbestos worker as an example:

College Station	\$16.46 an hour
Weslaco	16.73 an hour
Lubbock	10.25 an hour
Lane	19.17 an hour

- o Future metric system of measurement conversion factors

2. Facilities Management Division Active Contracts

<u>Contract Number</u>	<u>WO</u>	<u>Contract Company</u>	<u>Description Location Cont Spec EPM</u>	<u>Current Dollar Amt Percent Completed</u>	<u>Awd Date Rev Compl</u>
SOUTHERN PLAINS AREA (COLLEGE STATION, TEXAS)					
LOCA 6208: LUBBOCK, TEXAS					
53-3K15-8-9032 Mode#: 6208	16	Carter & Burgess	Plant Stress Labs Master Plan Eng Analysis NSTL HH/GH Lubbock, Texas Baca Foster	\$84,000 100 Percent	09/20/90 08/09/91

National Agricultural Research And
Extension Users Advisory Board

Executive Secretary
Rm. 432-A, Admin. Bldg.
U.S. Department of Agriculture
Washington, D.C. 20250-2200

December 4, 1991

SUBJECT: New Appointments to the Users Advisory Board

TO: Dr. Duane Acker, Administrator, OICD
Dr. Pat Jordan, Administrator, CSRS
Dr. Myron Johnsrud, Administrator, ES
Dr. John Lee, Administrator, ERS
Dr. Dean Plowman, Administrator, ARS
Ms. Sue Ritchko, Administrator, HNIS
Dr. Jerry SESCO, Deputy Chief, FS

FROM: Marshall Tarkington
Executive Secretary

Secretary Madigan has appointed five new members and reappointed four members to the Users Advisory Board. Two vacancies remain.

Biographical profiles of the new members, a new membership list by interest category, and a new membership list with addresses and telephone numbers are attached. You are scheduled to speak to the Board on February 7, 1992, during the FY 1993 budget appraisal meeting.

You may want to provide the attached information to directors and agency representatives in the field so they can brief UAB members (especially new members) about agency programs in their state. This educational process is very helpful when the Board reviews the President's proposed budget for your agency and writes the February report.

Enclosures

✓cc: Liaisons to UAB

BIOGRAPHICAL DATA ON NEW UAB MEMBERS

December 1991

Charles Russell
Shullsburg, Wisconsin

- Lifetime dairy and grain farmer of 620 acres
- Member of Wisconsin State Committee, Agricultural Conservation Stabilization Service
- Former member of National Dairy Promotion and Research Board
- Member of U.S. Senator Robert Kasten's Agricultural Advisory Committee
- Director of Associated Milk Producers, Inc. Corporate Board (1986-88) and 14 years as Director of the Morning Glory Farms Regional Board
- Served on political action committee of Corporate AMPI (C-TAPE)
- Former Chairman of District 1, American Dairy Association of Wisconsin and member of the State Board of American Dairy Association of Wisconsin
- Member of Wisconsin Farm Bureau

J. S. (Stan) Tixier
Ogden, Utah

- BA and MA from the University of Arizona in range management
- Retired Regional Forester for the Intermountain Region of the Forest Service, USDA
 - Responsibilities included management and protection of 31 million acres (16 National Forests) as well as for cooperative forestry assistance programs to States and private landowners.
- Former District Ranger on the Lincoln National Forest and Staff Officer for the Carson National Forest in New Mexico; and Range Administration Branch Chief in the Southwestern Regional Office in Albuquerque.
- Supervisor of the Sitgreaves National Forest in Arizona (1972-74)
- Served two years as Assistant Director of the Range Management Staff in Forest Service headquarters in Washington, D.C.
- Member of the following organizations:
 - American Forestry Association
 - Society of American Foresters
 - Society for Range Management

Elizabeth (Betty) C. Hamlin
Corvallis, Oregon

- Co-Owner and President, Hamlin Farms, Inc.
- Ph.D. of Philosophy, University of Oregon
- Current and former agricultural affiliations:
 - College of Agricultural Sciences Advisory Council
 - FHA District Board (former Chairman)
 - American Agri-women (former Secretary)
 - Oregon Women for Agriculture
 - Oregon Agricultural Research & Educational Policy Board
 - Blue Ribbon Task Force - OSU School of Agriculture evaluation
 - Council for Agriculture, Research, Education, & Teaching (held several offices)

Lloyd Anderson
Danforth, Illinois

- Farming since 1968. Raises 640 acres of corn and soybeans and 300-400 head of hogs annually
- Member of the following organizations:
 - Lincoln Soybean Association (President)
 - Illinois Soybean Program Operating Board (Chairman)
 - Illinois Farmers Union
 - Illinois Farm Bureau

Bobby F. McKown
Lakeland, Florida

- Currently, Executive VP and General Manager of Florida Citrus Mutual, a voluntary cooperative association of Florida citrus growers
- Prior to this, served for five years as President and General Manager of the Florida Agricultural Research Institute
- B.S. in advertising and management from University of Florida
- Served on numerous state boards and committees by gubernatorial appointment, and national council/committees related to environmental matters and international trade
- Member of the following organizations:
 - State Board of Community Colleges (past Chair)
 - Florida Public Relations Association
 - Florida Task Force on Product Liability

DECEMBER 1991

NATIONAL AGRICULTURAL RESEARCH AND
EXTENSION USERS ADVISORY BOARD

SUBJECT CATEGORY LIST

EIGHT PRODUCERS REPRESENTING:

o Agricultural Commodities, Forest Products, and Aquaculture
Products (4)

1. Joe Anderson

3. Thurman Gaskill

2. Lynn Lowe

4. Stan Tixier

o Farm Cooperatives (1)

1. Jon Mast

o General Farm Organizations (2)

1. Betty Hamlin

2. Lloyd Anderson

o Farm Suppliers (1)

1. Jim Kloek

TWO MEMBERS representing--CONSUMERS INTERESTS (2)

1. Mary Lou Chapman

2. Vacancy

Note: One member must represent a non profit consumer advocacy
group.

ONE MEMBER representing--FOOD AND FIBER PROCESSORS (1)

1. Turner Arant

ONE MEMBER representing--FOOD MARKETING INTERESTS (1)

1. Charles Russell

ONE MEMBER representing--NON PROFIT ENVIRONMENTAL PROTECTION ORGANIZATIONS (1)

1. Roy Cameron

ONE MEMBER engaged in--RURAL DEVELOPMENT WORK (1)

1. Gil Koda

ONE MEMBER engaged in--HUMAN NUTRITION WORK (1)

1. Vacancy

ONE MEMBER representing--ANIMAL HEALTH INTERESTS (1)

1. Samuel Strahm

ONE MEMBER engaged in--TRANSPORTATION OF FOOD AND AGRICULTURAL PRODUCTS (1)

1. Jolene Vukasovich

ONE MEMBER representing--AGRICULTURALLY-RELATED LABOR ORGANIZATIONS (1)

1. Walter Kates

ONE MEMBER representing--PRIVATE NONPROFIT ORGANIZATIONS AND FOUNDATIONS (1)

1. Bill Brundage

ONE MEMBER representing--PRIVATE SECTOR PROGRAMS FOR DEVELOPING COUNTRIES (1)

1. Bobby McKown

ONE MEMBER representing--USDA AGENCIES WITHOUT RESEARCH CAPABILITIES (1)

1. John Foltz

Mr. Lloyd Anderson
Rural Route 1, Box 40
Danforth, Illinois 60334
(815) 666-4647

Mr. Turner Arant
Vice-Chair
Box B-1 RFD
Sunflower, Minnesota 55778
(601) 887-6585

Dr. William G. Brooking
Chairman
1616 Alvarado Drive
Lawrence, Kansas 66044
(913) 846-8272

Dr. Roy Casper
Lockhead Engineering &
Science Company
Environmental Program Office
1050 East Flamingo Road
Las Vegas, Nevada 89119
(702) 734-3318

Mr. Gary Lee Chappin
5525 East 7th Avenue
Aurora, Colorado 80015
(303) 674-7207

Mr. John C. Foltz
Administrator, F016/0004
Room 1014 S040103
Independence Ave S.W.
Washington, DC 20330
(202) 342-0219

Mr. Thurman Gaskill
P. O. Box 103
Corvuth, Iowa 50610
(319) 363-7440

Mr. Walter Helms
Manager
Labor Relations Division
FL Fruit & Veg. Assoc.
P. O. Box 140155
Orlando, FL 32814-0155
(407) 894-1331

Dr. James A. Klock
Analytical Technological
Division - B 48
Eastman Kodak Company
Rochester, NY 14652-3713
(716) 477-4783

Mr. Bill Koda
314 South Bradley
Providence, RI 02906
(401) 351-7331

Mrs. Samvela Long
120 S.W. Grand Drive
Klamath Falls, Oregon 97603
(503) 861-4397

Mr. A. Lynn Lowe
25 Arnold Drive
Tomball, TX 77568
(801) 482-2386

Mr. Jon Mast
2777 E. 101
Millersburg, Ohio 44654
(216) 474-8805

Mr. Bobby McKown
Executive VP & Gen. Mgr.
Florida Citrus Mutual
P.O. Box 88
Lakeland, Florida 33802
(813) 882-1111

NATIONAL AGRICULTURAL RESEARCH AND
EXTENSION USERS ADVISORY BOARD

Membership

Mr. Joe Anderson
Route 1, Box 39
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Dr. William G. Brundage
Chairman
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Lawrence, Kansas 66046
(913) 296-5272

Dr. Roy Cameron
Lockheed Engineering &
Sciences Company
Environmental Programs Office
1050 East Flamingo Road
Las Vegas, Nevada 89119
(702) 734-3318

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Arvada, Colorado 80004
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Mr. John C. Foltz
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Corvallis, Oregon 97333
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Mr. Gil Koda
514 South Brawley
Fresno, CA 93706
(209) 252-7551

Mrs. Genevieve Long
128 Rio Grande Drive
Mission, Texas 78572
(512) 581-8107

Mr. A. Lynn Lowe
25 Arnold Drive
Texarkana, AR 75502
(501) 683-2356

Mr. Jon Mast
6237 CR 203
Millersburg, Ohio 44654
(216) 674-9505

Mr. Bobby McKown
Executive VP & Gen. Mng.
Florida Citrus Mutual
P.O. Box 89
Lakeland, Florida 33802
(813) 682-1111

Mr. Charles Russell
15079 Highway 11
Shullsburg, Wisconsin 53587
(608) 922-3334

Dr. Samuel E. Strahm
1901 Grandview, Box 1256
Pawhuska, Oklahoma 74056
(918) 287-1295

Mr. Stan Tixier
2589 North 200 East
Ogden, Utah 84414
(801) 782-2001

Ms. Jolene Vukasovich
P. O. Box 1388
Yuma, AZ 85366
(602) 783-8358

Executive Secretary

Ms. Marshall Tarkington
USDA - CSRS - Users Advisory
Board
Room 432-A, Admin. Bldg.
14th & Indep. Ave. S.W.
Washington, DC 20250-2200
(202) 447-3684

Liaisons to UAB

1. Joint Council

Dr. H. Rouse Caffey
Chancellor
Louisiana State Univ.
Ag Center
P. O. Box 25203
Baton Rouge, LA
70894-5203
(504) 388-4161

2. ESCOPE

Dr. Landis Boyd
Director-at-Large,
Western Region
Room 16, Admin. Bldg.
Colorado State Univ.
Fort Collins, CO 80523
(303) 491-6280

3. CSRS

Dr. William D. Carlson
Associate Administrator
901 D Street S.W.
Wash., DC 20250-2200
(202) 401-1761

4. ECOP

Dr. William H. Pietsch
Director, Cooperative
Extension Service
North Dakota State U.
311 Morrill Hall
Fargo, ND 58105
(701) 237-8944

5. CARET

Mr. Charles Schroeder
Univ. of Nebraska
Foundation
1111 Lincoln Mall
Suite 200
Lincoln, NE 68588-0659
(402) 472-2151

6. ARS

Dr. William H. Tallent
Assistant Administrator
358-A Administration Bldg.
14th & Independence Ave. SW
Wash., DC 20250-2200
(202) 447-3973

ARS Bank Credit Card Program

o Background

In 1989, GSA awarded a contract to the Rocky Mountain Bankcard System to facilitate use of commercial bank credit cards in Federal Government small purchasing programs. The Department has issued a delivery order against the GSA contract which includes all USDA agencies. Currently, FS, FmHA, SCS are some of the USDA user's of the credit card.

The Government commercial Bankcard program is a simplified method of acquiring and paying for goods and services within specified dollar limitations. It includes a number of unique controls that do not exist in a traditional credit card environment. These controls ensure that the credit card can only be used for specific purchases and within specific dollar limits. In addition, certification is required by each cardholder with verification performed by an Approving Official before payment is made to the contractor.

CAD's objectives in using the credit card are to reduce procurement processing costs by providing ARS Field activities with an easier and more efficient method of acquiring and paying for supplies and services, and to reduce the use of imprest fund transactions; Ad-744 field purchase orders; and AD-838 purchase orders with an aggregate amount of \$2,000 or less,

The program is also expected to improve cash management practices, e.g., forecasting cash needs, consolidating payments, and extending payment terms.

o Program Development and Implementation

CAD has established an initiative to pilot test the Bankcard Program in the NAA beginning in April 1991. To accomplish this, a task force has been formed with Curits Wilburn, CAD and John Crew, NPA as Co-Chairs. The task force has been charged with the responsibility to:

1. Evaluate the credit card program;
2. Determine how it should be implemented in ARS;
3. Conduct a 6 month pilot test of the various alternatives/electives within the program;
4. Gather statistics during the Pilot Test; and
5. Make a recommendation regarding agencywide implementation.

As part of its charter, the task force will be developing an implementation plan for which Departmental approval is required before program participation, and an ARS Directive on the use of the credit card.

ARS Bank Credit Card Program

Both procurement personnel and selected non-procurement personnel (determined by MU Heads) are targeted as prospective cardholders.

Non-procurement personnel will be required to obtain training (which is also being developed by the task force) in basic small purchasing procedures before being authorized as cardholders, and will be limited to single purchases up to \$1,000. Procurement personnel will be limited to single purchase transactions up to \$2,000. These single purchase limits have been established by the Department.

- o Area Procurement/Assistance Officers are expected to play a major role both in the implementation and the administration of the program within their respective Areas. Following the 6 month pilot test in NAA, we hope to implement the Bankcard program Agencywide in FY 1993.

- o Agency contact for information or questions:

Curtis Wilburn, Contracting and Assistance Division
Telephone: FTS (301) 344-2878

EXTRAMURAL AGREEMENTS MANUAL/TRAINING INITIATIVE

ARS EXTRAMURAL AGREEMENTS MANUAL

A procedural handbook of "cradle" to "grave" instructions on preparation, processing, and approval requirements for grants, cooperative agreements, Memorandum of Understandings, Research Support Agreements (including Task Orders), and Trust Fund/Reimbursable Agreements. The manual was designed for LAO's and was based on suggestions from the field. It's principal purpose is to assist LAO's in originating and administering extramural agreements.

The bulk of the manual will consist of chapters that describe how to prepare each specific type of instrument. Each Chapter "walks through" the paperwork needed for the agreement, special requirements, forms to use, who to work with in other offices, and the directives and authorities that deal with each type.

Each Chapter is self-standing; everything needed to know about preparing, administering, and closing out each type of agreement is contained in the Chapter concerning that agreement.

SCHEDULE FOR MANUAL DISTRIBUTION AND TRAINING

FY-92:

- o January 31 - Draft Manual prepared by contractor is currently under review by an ARS panel consisting of Contracting and Assistance Division analysts headed by Susan Roth, Assistant Director, CAD; Jack Boyett, BA-AAO; Ric Bergloc, LAO (Ohio); (2) Area Agreements Specialists: Josie Portales, SPA, and Jackie Duncan, SAA; Shirley Rish, RL Secretary, Phoenix; Jack Nelson, PAO, PWA.
- o February 28 - Consolidated comments from the panel will be submitted to the contractor.
- o March 15 - Final Manual goes to Print/Distribution.
- o April - June - Pilot training sessions conducted (dates to be decided)

FY-93:

Agency-wide training to be conducted. (Dates, locations, etc., to be decided)

Contact:

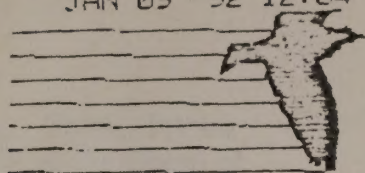
Kathy Michels, Contracting and Assistance Division
Telephone: FTS (301) 344-2878

PLEASE FAX AD-202
CJW will need a copy
when obtaining rental car
at EL PASO AIRPORT.

Tuxtla Gutierrez, Chiapas, Mexico
Location

JAN 09 '92 12:04

820 P01



ALL SEASONS TRAVEL

3 RIVERWAY STE 1000

HOUSTON, TX 77056

1045 9 JAN 92 1 ITIN.

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RTDNPA LAREDO TX 78041 92
3

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LAREDO TX 78041

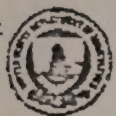
AIRLINE	FL/CL	DATE	FROM	TO	LEAVE	ARRIV
CONTINENTAL	1074Y	04FEB TUE	MEXICO CITY	HOUSTON/INT-CON	1010A	1213P
CONTINENTAL	297Q	04FEB TUE	HOUSTON/INT-CON	EL PASO, TX	312P	414P
AMERICAN	1100Q	06FEB SAT	EL PASO, TX	DALLAS/FT WORTH	1107A	141P
AMERICAN	1600Q	06FEB SAT	DALLAS/FT WORTH	BALTIMORE/WASH	234P	623P
AMERICAN	1279Y	15FEB SAT	BALTIMORE/WASH	DALLAS/FT WORTH	735A	936A
AMERICAN	1593Y	15FEB SAT	DALLAS/FT WORTH	MEXICO CITY	1124A	154P

TICKET TOTAL 886.90

\$100,000.00 FLIGHT INSURANCE IS PROVIDED AT NO ADDITIONAL COST

ALLEY/BARBARA

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United States
Department of
Agriculture

Agricultural
Research
Service

Contracting
and Assistance
Division

6303 Ivy Lane
Greenbelt, Maryland
20770-1433

January 10, 1992

SUBJECT: ARS Field Acquisition Seminar

TO: Billie Alley
Southern Plains Area, Tuxtla Gutierrez, Mexico

FROM: Larry D. LaRue
Procurement Analyst, Policy Staff

Congratulations on your selection for attendance at the upcoming ARS Field Acquisition Seminar. This Seminar will be instruction in basic small purchase techniques and procedures.

The following information is provided for your use in making your travel and sleeping arrangements.

✓ HOTEL

Date: February 10-14, 1992

Place: Holiday Inn, Calverton
4095 Powder Mill Road
Beltsville, MD 20705
Phone (301) 937-4422

*Reservations made 1/9/92 Conf. # 189296
7 nites 2/8-15 single
non-smoking*

Cost: \$61 plus tax (single or double)

*Celeste ALley
301-490-1926*

Hotel reservations MUST be made January 27, 1992.

TRANSPORTATION

The hotel is approximately 20 miles from BWI (Baltimore-Washington International) Airport. The Airport Connection provides regularly scheduled door to door service to and from the airport. The cost is \$16 one way and leaves the airport every 90 minutes. You may pick up the Airport Connection by going to the "Ground Transportation Desk" located at the center of the airport in the baggage claim area. Be sure to specify that you want to go to the Holiday Inn Calverton. You will be taken by bus from the airport to a satellite terminal where you will board another bus which will take you to the Hotel. Don't worry, when you get to the satellite terminal they will tell you which bus to get on.

TIME

Beginning at 8 a.m. on February 10, 1992.

Ending at 12 noon on February 14, 1992.

The per diem rate for Beltsville, which is part of the Washington, D.C. area, is \$97 lodging and \$34 M&IE.

ARS-SPA

(AGENCY)

TRAVEL AUTHORIZATION

1. Authorization No.

2-C-0377-017

2. Date

January 25, 1992

The person named below is authorized to travel and to incur necessary expenses of travel in accordance with provisions of applicable laws and regulations.

3. Name	4. Official Station	4a. Former Residence
VARIOUS (See Attached List)	VARIOUS	
5. Title	6. Travel to begin on or about	7. Travel to end on or about
VARIOUS (See Attached List)	February 4, 1992	February 7, 1992

8. Itinerary From official duty station to Las Cruces, NM and return to duty station.

9. Purpose of travel : Purpose Code - 2: To attend and participate in the Southern Plains Area RL/LAO Workshop.

10. Per diem allowance : In accordance with Agriculture and Federal Travel Regulations. (See item #14) M&IE NTE \$26/day for Las Cruces, NM except February 5; deduct \$14 for the banquet meal.

11. Travel by privately-owned automobile is authorized; mileage at rates indicated below will be allowed: (Mileage allowances for change of station are shown on section 12.)

Cents per mile plus ferry fares

.25¢ per mile to and from terminals.

and bridge and tunnel tolls

b. Cents per mile personal preference rate

12. In connection with change of station, the following will be allowed:

a. ☐ Transportation of immediate family

b. ☐ Transportation of household goods and personal effects

Mileage for use of privately-owned automobile for transportation of employee and members of his immediate family, as follows:

Cents per mile when two or more

d. Cents per mile when one person travels alone

c. persons travel together

13. Mode of transportation: Common Carrier, POV

14. Cost of lodgings and banquet meal will be paid by a contract purchase order issued by the Area Administrative Office: PO #40-7MN1-2-496

15. Attendees will charge all enroute travel and per diem to individual accounts. (See attached list)

16. Hire of special conveyance; 1) taxicabs locally, 2) rental vehicle per Sec. 301.2 FIR.

17. All commercial airline travel arrangements must be made through GSA Contract Travel Agencies or directly with the airlines.

18. Traveler is liable for all tickets and coupons issued until all tickets and coupons are properly accounted for on the travel voucher.

19. Estimated Cost: \$450.00 each.
Accounting Codes: See Attached List

The travel and transportation authorized above are in the interest, and to the advantage, of the Government, and the change of station, if any, is not made primarily for the convenience or benefit of the employee or at his request.

Name and title of authorizing official

FLOYD P. HORN
Area Director

Signature

by *E E King*

FY-92 SPA RL/LAO WORKSHOP ATTENDEES
OFFICIAL DUTY STATIONS
AND CHARGEABLE ACCOUNT CODES

BEAUMONT, TX - 2016203020
Bill D. Webb, RL
P. L. (Teco) Johnson, AT

BOONEVILLE, AR - 2016227050
Michael A. Brown, RL
Rosalie Barth, AT

BROWNWOOD, TX - 2016207020
Tommy E. Thompson, RL
Sandra Bullard, AT

BUSHLAND, TX
Bobby A. Stewart, ID - 2016209910
James (Bob) Sears, AO - 2016209910
N. Andy Cole, RL - 2016209070
Jack T. Musick, RL - 2016209030
Paul W. Unger, RL - 2016209050

COLLEGE STATION, TX - SCRL
Russell J. Kohel, ID/RL - 2016202440(04K)
L. Fred Bouse, RL - 2016202410
Pete D. Lingren, RL - 2016202450
Robert D. Stipanovic, RL - 2016202430
Elexis C. Bashaw - 2016201700

COLLEGE STATION, TX - FAPRL
G. Wayne Ivie, ID - 2016202300
Don L. Bull, RL - 2016202340
John R. DeLoach, RL - 2016202310
Roger B. Harvey - 2016201700

DURANT, OK
Frank R. Schiebe, ID/RL - 2016220110
Billie J. Rogers, AO - 2016220910
Samuel J. Smith, RL - 2016220120

EL RENO, OK
William A. Phillips, RL - 2016218120
Patricia (Trish) Williams, AT - 2016218910

FAYETTEVILLE, AR - 2016226050
William E. Huff, RL
Sallyann Washausen, AC

LANE, OK - 2016222910
E. Van Warrn, RL
Carolyn Bevers, AO

LUBBOCK, TX - 2016208910
Jerry E. Quisenberry, ID/RL
Debra Cummings, AO
Roy V. Baker, RL
D. W. (Bill) Fryrear, RL

STILLWATER, OK
Robert L. Burton, ID/RL
1/2 to 2016217910 &
1/2 to 2016217040
Kathryn Vanchieri, AO - 2016217910
Charles E. Rice, RL - 2016217030
Thomas Popham - 2016201918

STUTTGART, AR - 2016225050
Roy J. Smith, Jr., RL
Deborah Reynolds, AC

TEMPLE, TX
Clarence W. Richardson, ID/RL
2016206030
Meredith Haintzelman, AO
2016206910
Herman S. Mayeux, RL - 2016206050
Paul W. Voigt, RL - 2016206040
Jimmy Williams - 2016201700

TUXTLA GUTIERREZ, MEXICO
2014050020
C. J. (Jim) Whitten, RL
Billie Alley, AO

WESLACO, TX
Edgar G. King, ID/RL - 2016204910
Juanita Escamilla, AO - 2016204910
Raymond Carruthers, RL - 2016204045

WHITTEN ITINERARY
Feb 3-8

Feb 3 Leave Tuxtla-Gtz on Aviacsa Flt 818 @ 11:25 am
 Arrive Mexico City - Hotel Bristol Ph- 915-208-1717

Feb 4 Leave Mexico City - Continental Flt 1074 @ 10:10 am to
 Houston; CO Flt 297 to El Paso @ 3:12 pm
 Arrive Las Cruces, NM about 7 pm

Thru
Feb 7 Southern Plains Area Workshop at Las Cruces Hilton
 Phone 505-522-4300

Feb 8 Leave El Paso on Delta Flt 400 @ 6:25 am to
 Dallas; American Flt 1593 to Mexico City @ 11:54 am
 Arrive Tuxtla 4:30 pm via Aviacsa Flt 805

ALL SEASONS TRAVEL

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WHITTEN/CHANDLER DR
USDA SCREW WORM RESEARC
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LAREDO TX 78041

AIRLINE	FL/CL	DATE	FROM	TO	LEAVE	ARRIVE
CONTINENTAL	1074Y	04FEB TUE	MEXICO CITY	HOUSTON/INT-CON	1010A	1213P
CONTINENTAL	297D	04FEB TUE	HOUSTON/INT-CON	EL PASO, TX	312P	414P
CAR	DOLLAR	COMPACT	-EL PASO, TX	-04FEB- 3 DAYS-CNF # R6335194-01		
	RATE-	26.00 DAILY	UNLIMITED MILEAGE			
	RATE IS GUARANTEED					
DELTA AIRLINES	400Q	08FEB SAT	EL PASO, TX	DALLAS/FT WORTH	625A	851A
AMERICAN	1593Y	08FEB SAT	DALLAS/FT WORTH	MEXICO CITY	1124A	154P

TICKET TOTAL 558.30

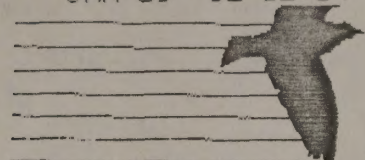
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HOUSTON, TX 77056

1-713-622-8700

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92
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ALLEY/BARBARA
USDA SCREW WORM RESEARC
P O BOX 3149
LAREDO TX 78041

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CONTINENTAL	1074Y	04FEB TUE	MEXICO CITY	HOUSTON/INT-COM	1010A	1213P
CONTINENTAL	297Q	04FEB TUE	HOUSTON/INT-COM	EL PASO, TX	312P	414P
AMERICAN	1100Q	06FEB SAT	EL PASO, TX	DALLAS/FT WORTH	1107A	141P
AMERICAN	1600Q	06FEB SAT	DALLAS/FT WORTH	BALTIMORE/WASH	234P	625P
AMERICAN	1279Y	15FEB SAT	BALTIMORE/WASH	DALLAS/FT WORTH	735A	956A
AMERICAN	1593Y	15FEB SAT	DALLAS/FT WORTH	MEXICO CITY	1124A	154P

TICKET TOTAL 886.90

\$100,000.00 FLIGHT INSURANCE IS PROVIDED AT NO ADDITIONAL COST

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ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10-10-01 BY SP-6

REASON: 25X

10-10-01

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10-10-01 BY SP-6

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10-10-01 BY SP-6

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

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ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10-10-01 BY SP-6

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

DATE 10-10-01 BY SP-6

ALL INFORMATION CONTAINED



United States
Department of
Agriculture

Agricultural
Research
Service

Administrative Management
Southern Plains Area
Administrative Office

7607 Eastmark Dr.,
Suite 230
College Station, Texas 77840

December 31, 1991

SUBJECT: 1992 Southern Plains Area Workshop

TO: Workshop Attendees (see attached list)

FROM: June L. Williams
Area Administrative Officer

Registration material and hotel/travel information are listed and/or enclosed for the 1992 SPA Workshop. The workshop will begin Wednesday, February 5 at 8:00 a.m. and will end Friday, February 7 at 12:00 noon. An agenda for the meeting will follow.

HOTEL ROOMS: Rooms have been reserved at the Las Cruces Hilton, 705 South Telshor Boulevard, Las Cruces, New Mexico 88001 (505/522-4300). Lodging will be paid through a contract purchase order. Each person will be responsible for phone calls and meals (except the banquet). Check-in time is after 2:00 p.m. and check-out time 1:00 p.m. If for some reason you need to check-in early, let us know.

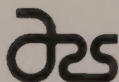
TRANSPORTATION TO/FROM AIRPORT: Participants should make their own transportation arrangements. We suggest flying into El Paso International Airport which is approximately 50 miles from Las Cruces (maps attached). Ground transportation will be served by rental car or shuttle service. Las Cruces Shuttle Service offered a group rate of \$22.00/person roundtrip or \$11.00/person one-way (schedule attached). To receive the group rate, you MUST: 1) make reservations in advance; 2) state you are attending the "SPA Workshop;" and 3) give them your flight schedule. If you do not make advance reservations, the cost is almost double.

MEALS: The banquet will be held Wednesday, February 5, and will also be paid through a contract. Anyone requiring special dietary needs should so indicate on the preregistration form. For all other meals, you will be on your own.

HOTEL PREREGISTRATION: Please fill out the preregistration form attached and return to Martha Konecny, no later than January 15, 1992. Due to the short time frame, we would appreciate your response ASAP by FAX (COMM 409/260-9344 or FTS 527-1344).

CONFERENCE REGISTRATION: Registration and an informal mixer will be held from 6:00-9:00 p.m. on Tuesday, February 4. After checking into the hotel, participants should pick up their workshop packages at the ARS registration desk which will be located in the hotel lobby area.

LATE ARRIVALS: Late arrivals can pick up their workshop packages Wednesday morning at 7:30 a.m. at the entrance of the meeting room.



Agricultural
Research
Service

United States
Department of
Agriculture

Workshop Attendees (see attached list)

Page 2

COSTS: Cost of lodging for February 4, 5, and 6 will be paid through a contract purchase order. However, if you choose to come earlier or stay later, you will be responsible for those charges. Participants should deduct \$14.00 for the banquet from the M&IE rate (\$26.00) on his/her travel voucher for February 5.

EMERGENCY NUMBER/MESSAGES: Messages may be left at the hotel front desk (505/522-4300).

An AD-202, Travel Authorization, for the SPA location personnel will be issued by the Area Administrative Office.

Enclosures

cc:

F. Horn

FY-92 SPA RL/LAO WORKSHOP ATTENDEES

BEAUMONT

Bill D. Webb, RL
P. L. (Teco) Johnson, AT

BOONEVILLE

Michael A. Brown, RL
Rosalie Barth, AT

BROWNWOOD

Tommy E. Thompson, RL
Sandra Bullard, AT

BUSHLAND

Bobby A. Stewart, LD
James (Bob) Sears, AO
N. Andy Cole, RL
Jack T. Musick, RL
Paul W. Unger, RL

COLLEGE STATION - SCRL

Russell J. Kohel, LD/RL
L. Fred Bouse, RL
Pete D. Lingren, RL
Robert D. Stipanovic, RL

COLLEGE STATION - FAPRL

G. Wayne Ivie, LD
Don L. Bull, RL
John R. DeLoach, RL

DURANT

Frank R. Schiebe, LD/RL
Billie J. Rogers, AO
Samuel J. Smith, RL

EL RENO

William A. Phillips, RL
Patricia (Trish) Williams, AT

FAYETTEVILLE

William E. Huff, RL
Sallyann Washausen, AC

HOUSTON

Buford L. Nichols, CD
Jimmy D. Goodman, AO-ARS
William Heird, CNRC
Peter D. Klein, CNRC
Wilson G. Pond, ARS
Peter J. Reeds, CNRC

KERRVILLE

Sidney E. Kunz, LD/RL
Caryl Romine, AO
John E. George, RL

LANE

E. Van Wann, RL
Carolyn Bevers, AO

IAS CRUCES

Kris M. Havstad, RL
S. E. (Ed) Hughes, RL
Glenda Abston, AO

LUBBOCK

Jerry E. Quisenberry, LD/RL
Debra Cummings, AO
Roy V. Baker, RL
D. W. (Bill) Fryrear, RL

STILLWATER

Robert L. Burton, LD/RL
Kathryn Vanchieri, AO
Darold L. Ketrang, RL
Charles E. Rice, RL

STUTTGART

Roy J. Smith, Jr., RL
Deborah Reynolds, AT

TEMPLE

Clarence W. Richardson, LD/RL
Meredith Heintzelman, AO
Herman S. Mayeux, RL
Paul W. Voigt, RL

TUXTLA GUTIERREZ, MEXICO

C. J. (Jim) Whitten, RL
Billie Alley, AO

WESLACO

Edgar G. King, LD/RL
Juanita Escamilla, AO
Raymond I. Carruthers, RL
Anita M. Collins, RL
James H. Everitt, RL
Robert L. Mangan, RL
Jimmy R. Raulston, RL

WOODWARD

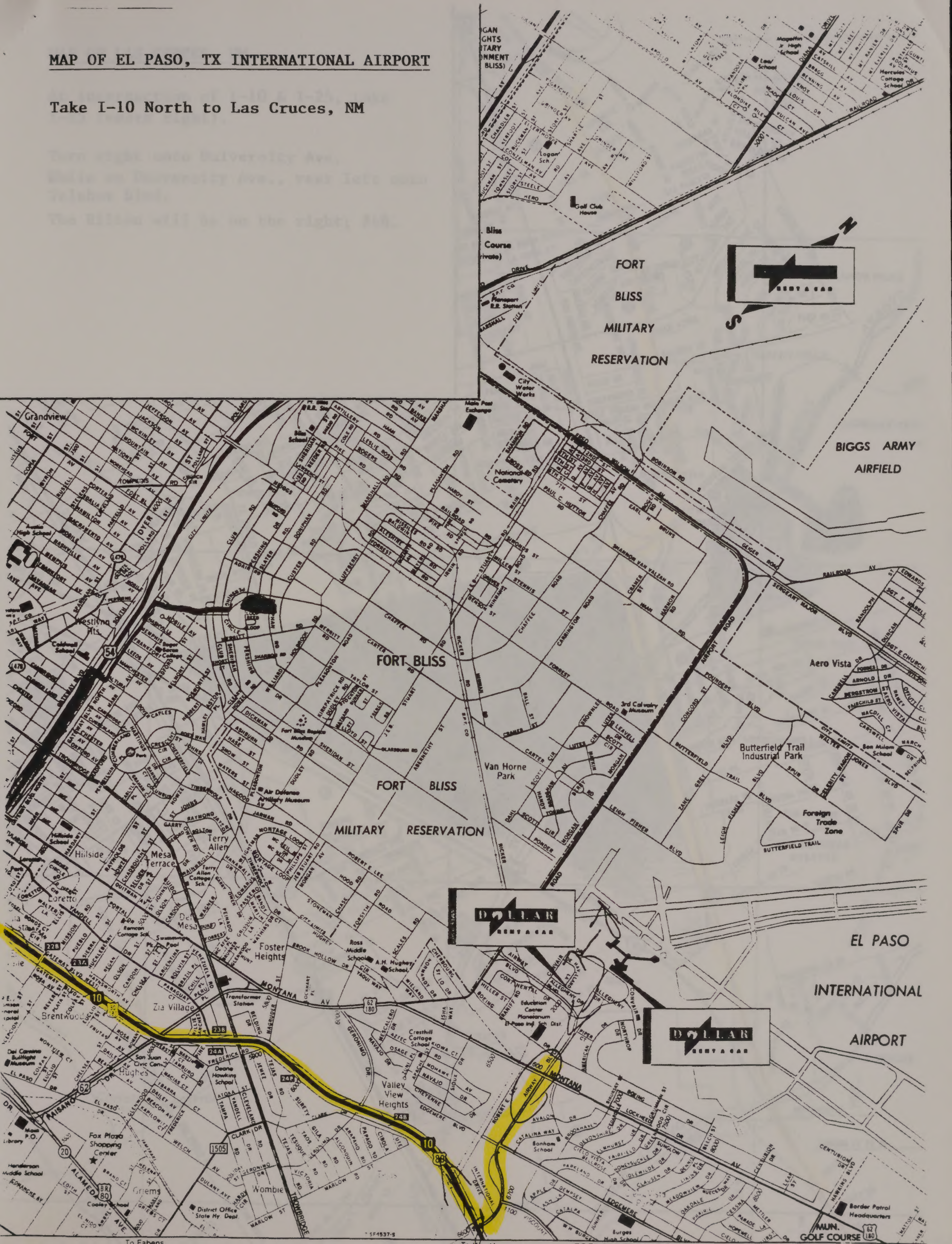
Phillip L. Sims, RL
Kelli Hickman, AT

STATISTICIANS

H. Del Var Petersen
Thomas Popham

MAP OF EL PASO, TX INTERNATIONAL AIRPORT

Take I-10 North to Las Cruces, NM



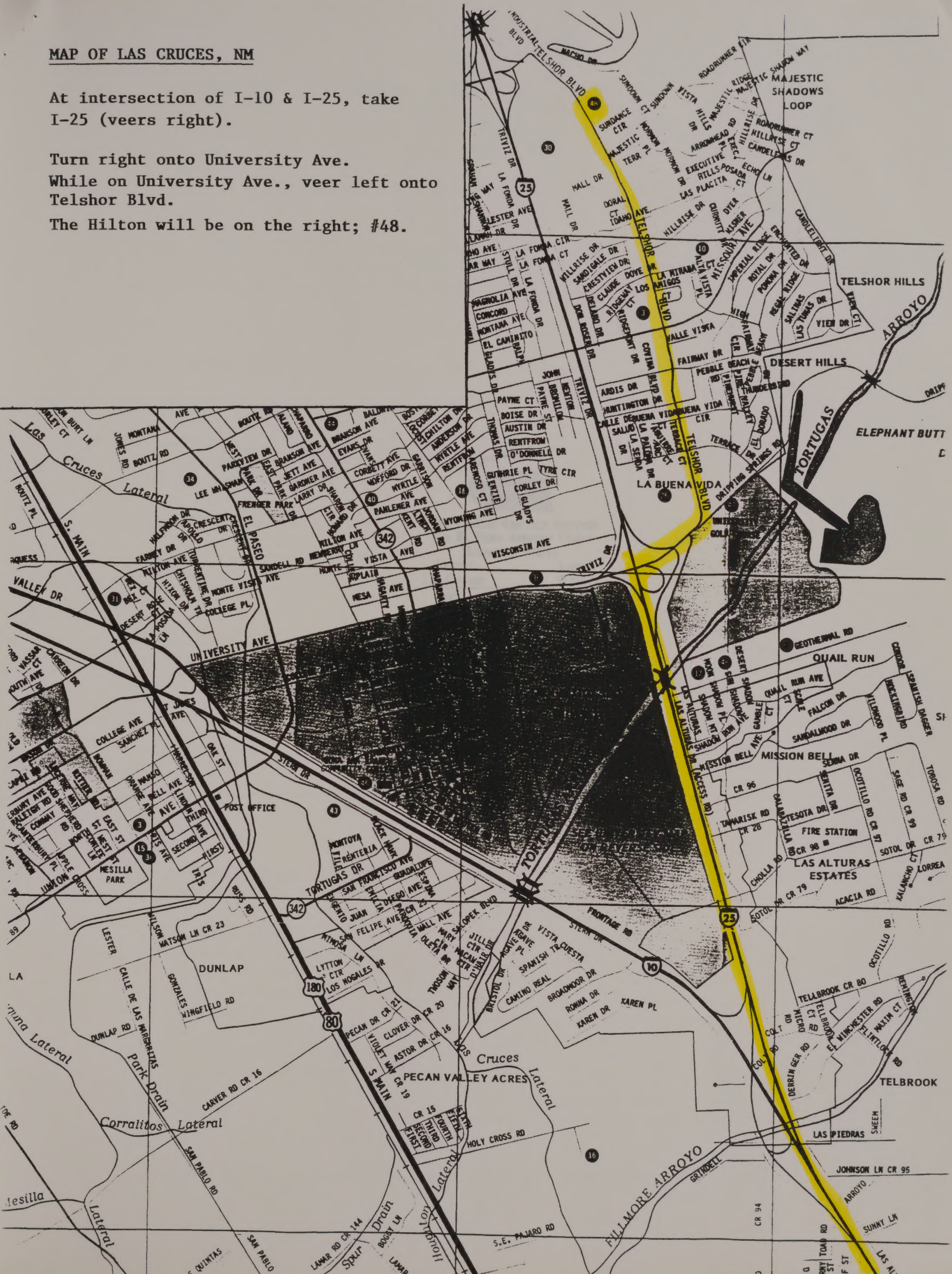
MAP OF LAS CRUCES, NM

At intersection of I-10 & I-25, take
I-25 (veers right).

Turn right onto University Ave.

While on University Ave., veer left onto
Telshor Blvd.

The Hilton will be on the right; #48.





**LAS CRUCES SHUTTLE SERVICE
TO EL PASO AIRPORT DAILY
EFFECTIVE 7/1/91**

Leave Las Cruces	Leave El Paso
5:00 a.m.	6:30 a.m.
7:00 a.m.	8:30 a.m.
9:00 a.m.	10:30 a.m.
11:00 a.m.	12:45 p.m.
1:00 p.m.	2:45 p.m.
3:00 p.m.	5:00 p.m.
5:00 p.m.	6:30 p.m.
7:00 p.m.	8:30 p.m.
9:00 p.m.	11: plus

Las Cruces Pickups at All Local Hotels
El Paso Airport Pickups at
Ground Transportation Booth
RESERVATIONS ARE REQUIRED

(505) 525-1784

1-800-288-1784

SOUTHERN PLAINS AREA WORKSHOP
February 4-7, 1992
Las Cruces Hilton Hotel
Las Cruces, NM

P R E R E G I S T R A T I O N F O R M

Please fill out COMPLETELY using "N/A" when not applicable. Submit form to Martha Konecny, Secretary, AAO, College Station, TX, AS SOON AS POSSIBLE, but no later than Thursday, January 15, 1992.

NAME: _____ TITLE: _____

ROOM ACCOMMODATIONS: _____ Single room _____ *Double room

For nights of: _____ 2/4; _____ 2/5; _____ 2/6

*Roommate: _____

(*List roommate if you wish double room. Please verify with individual named before submitting form.)

Will you attend the banquet? _____ Yes _____ No

List special dietary needs: _____

<u>Arrival Time/Date</u>	<u>Airline & Flight</u>	<u>Airport</u>
_____	_____	_____

<u>Departure Time/Date</u>	<u>Airline & Flight</u>	<u>Airport</u>
_____	_____	_____

SPECIAL EQUIPMENT NEEDS

(For speakers only: The following equipment is available upon reservation. Other equipment needs should be brought by speaker.)

<u>EQUIPMENT NEEDED</u>	<u>DATE & TIMES NEEDED</u>
() 35mm w/Slide Projector	_____
() Projection Screen	_____
() Overhead Projector	_____
() Flip Chart	_____
() VCR (VHS) & Big Screen Monitor	_____
() Microphone PA System	_____
() Blackboards/Markerboards	_____
() Lectern	_____
() Podium	_____

Signature

Location



United States
Department of
Agriculture

Agricultural
Research
Service

Southern Plains Area

Suite 230
7607 Eastmark Drive
College Station, Texas
77840

December 17, 1991

SUBJECT: 1992 SPA RL/LAO Meeting

TO: RL's/LD's/LAO's/Statisticians
Southern Plains Area

FROM: Floyd P. Horn
Area Director

Floyd P. Horn

The date for the 1992 Southern Plains Area RL/LAO Meeting is set for February 4-7, 1992, with travel days on February 4 and the afternoon of the 7th. The location is the Las Cruces Hilton. The city of Las Cruces is located in the southern tip of New Mexico, in the legendary Rio Grande Valley. Las Cruces is 45 miles north of El Paso, Texas. Unless you plan to drive to Las Cruces, you will fly into El Paso International Airport and rent a car or catch the Las Cruces Shuttle Service from the Airport to the Hilton Hotel. We will send detailed travel and lodging information later this month. To the extent possible, we should informally carpool. The savings will be considerable.

For a limited time, Southwest Airlines is offering a two for one discount package for a party of two traveling together - round trip to be completed by February 29. Any of you who have access to Southwest Airlines may want to check it out with Southwest or your contract travel agency. Check-in will be February 4, Tuesday p.m. Informal registration will be Tuesday evening, 6:00-9:00 p.m. in the hotel lobby. The meeting will start early Wednesday morning and close at noon on Friday, February 7.

Participation in this meeting is considered mandatory. Please let us know ASAP if you have a truly serious conflict.

Enclosure
List of SPA Location Participants

cc:w/encl.
June Williams

FY-92 SPA RL/LAO WORKSHOP ATTENDEES

BEAUMONT

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Rosalie Barth, AT

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Carolyn Bevers, AO

LAS CRUCES

Kris M. Havstad, RL
S. E. (Ed) Hughs, RL
Glenda Abston, AO

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Jerry E. Quisenberry, LD/RL
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